

# RECORDS RETENTION SCHEDULE

LG11

## Planning Board Planning and Community Development Records

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Office of the Secretary of State  
Rhode Island State Archives & Public Records Administration  
Rhode Island Local Government Records Program  
337 Westminister Street  
Providence, Rhode Island 02903

# Records Retention Schedule LG11

## Planning Board, Planning and Community Development Department

### Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of fourteen (14) separate sets of records, or series, recognized as those records generated by municipal public works departments. Included in each entry is a series number, records series title and description, and a retention period. For example,

<u>Series No.</u>	<u>Series Title &amp; Description</u>	<u>Retention Period</u>
<b>LG11.4</b>	<b>Capital Improvement Records</b> Records relating to proposal requests from individual municipal department for capital improvements. May include project requests and summaries, budget and cost estimates, analysis, worksheets, priority ratings, schedules, recommendations and decisions, memos and correspondence	
	(a) Approved requests.	Permanent.
	(b) Copies and denied requests.	Retain three (3) years.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

**Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current or pending litigation or request under the Access to Public Records Act (RIGL §38-2).**

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Rhode Island Local Government Records Program  
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State of Rhode Island and Providence Plantations  
Rhode Island State Archives & Public Records Administration

**CERTIFICATION OF RECORDS DESTRUCTION**

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction.  Dept. Head or Records Custodian _____  State Archivist _____ & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

## Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.
2. Division - means any sub-unit of any department.
3. Date - the date your department prepared the form.
4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.
5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [ ] under each entry on the form.  
**Note:** Using the precise record series number and title will expedite the approval process.
6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.  
**Note:** For purposes of calculating retention, do not count the year in which the records were created. If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.
7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.
8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

### Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

### Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

## **Planning Board, Planning & Community Development Records**

Record Series No.	Record Series Title and Description	Retention
<b>LG11</b>	<b>Planning Board, Planning and Community Development</b>	
<b>LG11.1</b>	<b>Planning Board Review Files</b> Records documenting land development and subdivision proposals which planning board reviews and approves or denies. Includes master, preliminary, and final plans, amendments, and supporting documentation: suitability applications and determinations, written comments from federal, state, or other municipal agencies, permits and agreements with state and federal reviewing agencies, approved master and preliminary plans, site and impact analyses, legal agreements, records of public hearings, final approval drawings, photographs, phase time schedules, check lists, variances, lists of abutting property owners, test results and applicability decisions, reports, affidavits and legal opinions, tax certificates, bonds, questionnaires, project descriptions, subcontractor lists, cost estimates, copy meeting minutes and votes of the planning board, memos, and correspondence.  (a) Approved and waived proposals.  (b) Denied and withdrawn proposals.  <b>Note: Municipal departments responsible for implementation and enforcement may hold parts of the official or record copy.</b>	Permanent.  Retain three (3) years.
<b>LG11.2</b>	<b>Minutes of Meetings</b> Minutes of the Planning Board, Board of Appeal, and Technical Review Committee, including agendas.  <b>Note: City or town clerk should hold official or record copy.</b>	Permanent.

## **Planning Board, Planning & Community Development Records**

Record Series No.	Record Series Title and Description	Retention
<b>LG11.3</b>	<b>Comprehensive Community Plan</b> Records relating to the development and submission of a Comprehensive Community Plan including land use and regulation, transportation, public facilities, blighted and general areas for redevelopment, renewal, rehabilitation, or conservation, problems of housing and the development of housing programs, environmental protection, natural resource conservation, protection from disaster, economic and social characteristics of the population, preservation of historic sites and buildings, economic development, and capital improvement. May include surveys, studies, plans, reports, background records, and updated or amended Comprehensive Community Plans.	Permanent.
<b>LG11.4</b>	<b>Capital Improvement Program Records</b> Records relating to proposal requests from individual municipal departments for capital improvements. May include project requests and summaries, budget and cost estimates, analysis, worksheets, priority ratings, schedules, Planning Board and copy City/Town Council recommendations and decisions, memos, and correspondence.  (a) Approved requests.  (b) Copies and denied requests.	Permanent.  Retain three (3) years.
	<b>Note: Official or record copy may be held by other municipal department.</b>	
<b>LG11.5</b>	<b>Plans, Maps, and Drawings</b> Plans, drawings, and maps including, but not limited to, projects and proposals for community and economic development, capital improvement, development, subdivisions, zoning, survey and plat, tax assessment, water quality and wetlands analysis, flood insurance, buildings, high-ways, sanitary sewers, and traffic control.	

## **Planning Board, Planning & Community Development Records**

Record Series No.	Record Series Title and Description	Retention
<b>LG11.5</b> <b>(Continued)</b>	(a) Original or record copy.	Permanent.
	(b) Duplicates and reference copies.	Retain until updated, superseded, or of no administrative value.
<b>Note: Official or record copy may be held by other municipal department.</b>		
<b>LG11.6</b>	<b>Indices</b> Location and cross reference systems devised and maintained for the purpose of retrieving plans, drawings, maps, or other records.	Purge with related plan, drawing, map, or record.
<b>LG11.7</b>	<b>Registers</b> Registers, logs, or master summary record including those used to record receipt of land development/subdivision applications and actions related to them, activities related to planning and/or community development, or to record the receipt of plans, drawings, or maps.	Permanent.
<b>LG11.8</b>	<b>Subject/Development Files</b> Records compiled for reference or development of projects and programs including, but not limited to, streets, emergency preparedness and management, recycling, malls and industrial parks, sewers, transportation, water and harbor management. May include proposals, studies, reports, plans, specifications, newspaper clippings, technical papers, memoranda, and correspondence.	
	(a) Final report and essential supporting documentation for projects/programs implemented.	Permanent.
	(b) Reference records and projects/programs not implemented.	Retain until obsolete or of no administrative value.

## **Planning Board, Planning & Community Development Records**

Record Series No.	Record Series Title and Description	Retention
<b>LG11.9</b>	<b>Grant Program Files</b> Records relating to the development of grant proposals to state or federal agencies and the administration of grant awards and programs. Records may include, but are not limited to, grant applications and agreements, studies, notices, technical specifications, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll records, bonds, monitoring and performance reports, expenditure and outlay reports, memoranda, and correspondence.	
	(a) Grant applications and amendments, final performance, disposition and expenditure reports.	Permanent.
	(b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records.	Retain ten (10) years from submission of closeout and final expenditure report <u>or</u> submission of annual financial status report for grants renewed annually.
	See Notes.	
	(c) Real property and equipment records.	Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.
	(d) Income transaction records (earning of income) <u>after</u> grant support. Where required by the terms of the grant.	Retain ten (10) years from the end of fiscal year in which the income is earned.
	See Notes.	
	(e) Unsuccessful grant applications.	Retain three (3) years.



## **Planning Board, Planning & Community Development Records**

Record Series No.	Record Series Title and Description	Retention
<b>LG11.9</b> <b>(Continued)</b>	<p><b>Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the 10 year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the ten (10) year period, whichever is later.</b></p> <p><b>Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty (20) years (§9-1-17).</b></p>	
<b>LG11.10</b>	<p><b>Federal Assistance Application</b> Annual application submitted to the federal Department of Housing and Urban Development.</p>	Permanent.
<b>LG11.11</b>	<p><b>Community Development Case Files</b> Records relating to loans awarded to promote public improvement, social services and economic development, rehabilitation and revitalization, and affordable housing. Records may include, but are not limited to, loan applications, budgets, project and work descriptions and specifications, evaluations, contracts, progress reports, financial statements, records of loan payments, monitoring reports, and correspondence.</p> <p>(a) Approved applications.</p> <p>(b) Denied applications.</p>	<p>Retain ten (10) years after final payment on loan.</p> <p>Retain six (6) years.</p>
<b>LG11.12</b>	<p><b>Reports and Studies</b></p> <p>(a) Daily and weekly reports.</p> <p>(b) Monthly and quarterly reports.</p> <p>(c) Annual and special reports and studies.</p>	<p>Retain one (1) year.</p> <p>Retain three (3) years.</p> <p>Permanent.</p>

## **Planning Board, Planning & Community Development Records**

Record Series No.	Record Series Title and Description	Retention
<b>LG11.13</b>	<b>Historic Preservation Survey Records</b> Records relating to the RI Statewide Survey including Historic Building Data Sheets and photographs for individual buildings surveyed.	Permanent.
<b>LG11.14</b>	<b>Certificates of Record Destruction</b> Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.)	Permanent.
	<b>General Office Administrative Records</b>	<b>See Records Retention Schedule #1</b>
	<b>Fiscal Records</b>	
	<b>Reference Records</b>	
	<b>Personnel Records</b>	<b>See Records Retention Schedule #2</b>
	<b>Payroll Records</b>	